



Te Whare Wānanga  
o Awanuiārangi

# Job Description

**Position Title** Kaitūhono – NZDF Liaison  
(Strategic Partnerships)

**Team/  
School:** Office of the Chief Executive

**Position  
Holder**

**Date** October 2025

**Reports to** Chief Executive Officer

**Location** Whakatāne

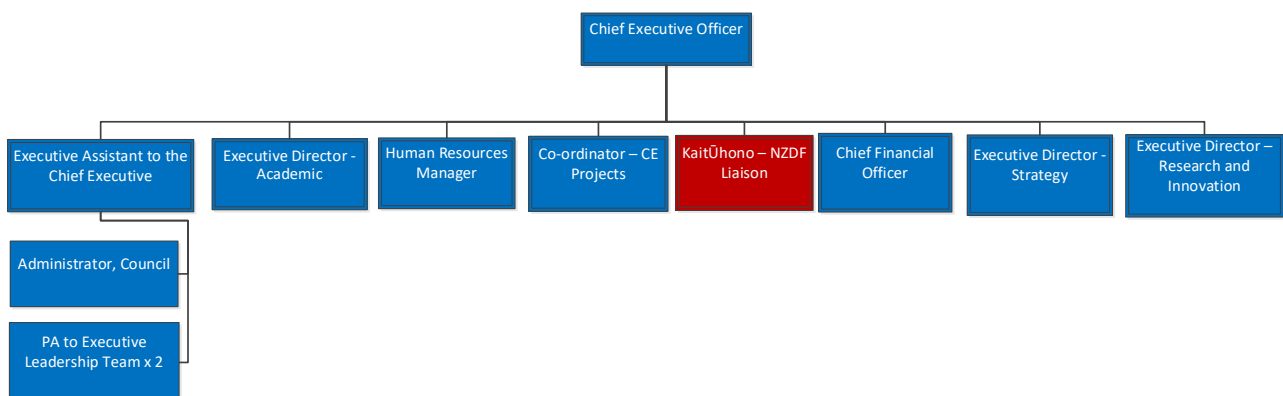
**Agreed By  
(Please Sign)** Position Holder

Manager/Team Leader

Date

HR Manager

Date



## STATEMENT

### The Wānanga:

- is firmly committed to the principle of equal opportunity for all and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

## PURPOSE OF POSITION

To establish, nurture and maintain a strategic partnership between Te Whare Wānanga o Awanuiārangi and the New Zealand Defence Forces (NZDF), enabling the co-design and delivery of tertiary education programmes that reflect the values of āhuatanga Māori, tikanga Māori, and mātauranga Māori, while supporting the professional development and cultural competency of NZDF personnel.

## DIMENSIONS AND AUTHORITY

**Staff:** Nil

**Financial:** Nil

## RELATIONSHIPS

### **Internal:**

- Executive Team
- Heads of Schools
- Academic Programme Leads

### **External:**

- NZDF Education & Training Command
- Ministry of Defence
- Māori support services
- External accreditation bodies

## KEY RESULTS AREAS

The role encompasses the following major functions or Key Result Areas:

1. Whanaungatanga & Relationship Building
2. Programme Co-Design & Delivery
3. Operational Co-ordination
4. Cultural Leadership
5. Compliance & Security

Key Result Areas What am I meant to do?	How do I know I'm successful?
<b>KRA 1: Whanaungatanga &amp; Relationship Building</b> <ul style="list-style-type: none"><li>• Develop and maintain trusted relationships with NZDF leadership, training units, and personnel across Army, Navy, and Air Force.</li></ul>	<ul style="list-style-type: none"><li>• Evidenced through hui minutes and reports.</li></ul>

<ul style="list-style-type: none"> <li>Represent Awanuiārangi in NZDF forums, hui, and strategic engagements.</li> </ul>	<ul style="list-style-type: none"> <li>Memorandums of understanding developed and signed between TWWoA and the Army, Navy and Airforce.</li> <li>Attendance at meetings either with or without executives or senior managers.</li> </ul>
<b>KRA 2: Programme Co-Design &amp; Delivery</b> <ul style="list-style-type: none"> <li>Collaborate with academic leads to co-create programmes that meet NZDF operational and cultural development needs.</li> <li>Ensure programmes uphold Te Tiriti o Waitangi and integrate kaupapa Māori frameworks.</li> </ul>	<ul style="list-style-type: none"> <li>Programmes are developed and accepted by NZDF.</li> <li>Collaboration with academic leads is evident.</li> <li>Programmes uphold Te Tiriti o Waitangi and integrate kaupapa Māori.</li> </ul>
<b>KRA 3: Operational Coordination</b> <ul style="list-style-type: none"> <li>Manage enrolment, learner support, and delivery logistics for NZDF cohorts.</li> <li>Monitor programme outcomes and report on impact, retention, and learner satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>Efficient and effective enrolment, learner support, and delivery logistics processes specific to NZDF are in place, reviewed and revised as necessary.</li> <li>Monitoring reports are completed as required by programme documents.</li> </ul>
<b>KRA 4: Cultural Leadership</b> <ul style="list-style-type: none"> <li>Advocate for Māori pedagogies and cultural safety within Defence learning environments.</li> <li>Facilitate cultural development workshops and support NZDF staff in engaging with Māori worldviews.</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy is evidenced within programme design and feedback from taura.</li> <li>Workshops are scheduled with NZDF and feedback provided.</li> </ul>
<b>KRA 5: Compliance &amp; Security</b> <ul style="list-style-type: none"> <li>Ensure all engagements meet NZDF security protocols and tertiary sector compliance standards.</li> <li>Maintain awareness of Defence-related legislation and education sector obligations.</li> </ul>	<ul style="list-style-type: none"> <li>There is a record of NZDF security protocols and tertiary sector compliance standards being met.</li> <li>Knowledge of Defence-related legislation and education sector obligations is maintained and evidenced through training and the use of collaborative groups.</li> </ul>
<b>KRA 6: General Requirements of all Wānanga Employees</b> <ul style="list-style-type: none"> <li>Possess a student-centric work ethic. Actively seek to provide the best possible service to our students;</li> <li>Promote the Wānanga as a positive and dynamic learning environment;</li> <li>Strive for high student retention and success.</li> <li>Meet your obligations under the Health and Safety at Work Act 2015 by.</li> </ul>	

- Being responsible for maintaining a safe and healthy workplace
- Following health and safety rules, policies and procedures,
- Reporting accidents, injuries and unsafe equipment, practices or conditions
- Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.
- Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines;
- Create and maintain complete and accurate information and records within their domain in approved business information systems and applications in a timely manner as a routine part of their work practice;
- Comply with information and records management policies, standards, guidelines, and procedures;
- Be culturally aware and uphold EEO in all aspects of work and development;
- Participate in the Wānanga appraisal process;
- Improve and develop yourself through training and professional development opportunities;
- Undertake any other key duties as agreed with your manager.

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

# Person Specification

Technical/Professional Qualification	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Bachelor's degree in Education, Public Administration, Defence Studies, or related field or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification preferred.</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Prior experience working with NZDF or in a liaison role.</li> <li>Proven experience in relationship management, preferably with government or defence sectors.</li> </ul>	
<b>Skills and Attributes</b>	
<ul style="list-style-type: none"> <li>Knowledge of vocational pathways and micro-credentialing.</li> <li>Familiarity with Te Whare Wānanga o Awanuiārangi's academic offerings.Strong understanding of Māori tertiary education and kaupapa Māori.</li> <li>Excellent communication and cultural competency, especially in Māori contexts.</li> <li>Ability to navigate complex stakeholder environments and deliver outcomes collaboratively.</li> </ul>	
<b>Competencies</b>	<b>Looks Like</b>
<b>Values Alignment</b> Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.	<ul style="list-style-type: none"> <li>Examines and clarifies personal values and behaviours.</li> <li>Communicates and models organisational values.</li> <li>Uses organisational values in decision-making.</li> <li>Manages own personal development and learning.</li> </ul>
<b>Interpersonal Skills</b> Demonstrates an ability to use a variety of interpersonal techniques to effectively deal with a variety of people and situations.	<ul style="list-style-type: none"> <li>Uses good listening and questioning techniques.</li> <li>Develops good rapport with people at all levels.</li> <li>Accurately interprets others' behaviour and adapts own approach accordingly.</li> </ul>
<b>Tauira/Customer Service</b> Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal	<ul style="list-style-type: none"> <li>Focuses on tauira/customer needs and meets or exceeds their requirements.</li> <li>Clarifies tauira/customer needs.</li> </ul>

and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.	<ul style="list-style-type: none"> <li>• Confirms satisfaction.</li> <li>• Listens and empathises.</li> <li>• Develops approaches that provide total solutions for tauira/customers.</li> </ul>
<b>Work Standards</b> Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.	<ul style="list-style-type: none"> <li>• Sets high performance standards.</li> <li>• Emphasises high standards to others.</li> <li>• Shows pride when standards are met.</li> <li>• Shows dissatisfaction with substandard performance.</li> </ul>
<b>Attention to Detail</b> Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.	<ul style="list-style-type: none"> <li>• Clarifies details of tasks.</li> <li>• Completes all details.</li> <li>• Checks outputs for accuracy and completeness.</li> <li>• Follows established procedures.</li> <li>• Maintain checklist to cover details.</li> </ul>
<b>Technical/Professional Knowledge</b> Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.	<ul style="list-style-type: none"> <li>• Understands technical terminology and developments.</li> <li>• Knows how to apply a technical skill or procedure.</li> <li>• Knows when to apply a technical skill or procedure.</li> <li>• Performs complex tasks in area of expertise.</li> </ul>
<b>Teamwork/Collaboration</b> Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.	<ul style="list-style-type: none"> <li>• Contributes to team development, shares ideas and achievement of results.</li> <li>• Clarifies roles and responsibilities, and priorities.</li> <li>• Looks to help others.</li> <li>• Supports team decisions and shares accountability within the team.</li> <li>• Works co-operatively and exchanges information freely.</li> </ul>

## TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES

### VISION

*Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.*

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

### MISSION

*Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.*

*Parau ana tēnei ara whāinga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.*

*Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.*

**Haere mai... Me haere tahi tāua.**

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

*Thus, we can stand proudly together with all people of the world.* This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

### VALUES

**Manaakitanga:** To respect and care for students, our manuhiri, our communities and each other.

**Whanaungatanga:** To value all relationships and the kinship connections with our students, our communities and each other.

**Kaitiakitanga:** To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

**Pūmautanga:** To commit to excellence and continuous improvement in everything we do.

**Tumu whakaara:** To inspire and ethically lead through example and outstanding practice.

## BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, engagement in PLD projects, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and are reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Wairoa, with a further site currently being determined in the North (Te Tai Tokerau). We also deliver on marae across the Te Ika a Maui (*North Island*).